Michaela Community School
GOVERNING BODY MEETING
Minutes of meeting Monday 24th May 2021

Date and time:	**Location**:
Monday 24th May 2021, 5.30pm	Meeting held remotely via Zoom

Attendees:		
Name	**Present**	**Role**
Chidi Amadi (CA)	Present	Governor (Chair) (Finance)
Sharon Brittan (SBri)	Present	Governor (Vice Chair)
Pia Decarlucci (PD)	Present	Governor (Safeguarding)
Mohsin Drabu (MD)	Present	Governor (Finance)
Katharine Birbalsingh (KB)	Present	Head Teacher
Katie Ashford (KA)	Present	Staff Governor
Matthew Godfrey (MG)	Present	Governor
Rebecca Williams (RW)	Present	Governor
Lundi Nyoni (LN)	Present	Governor
Daniel Hall (DH)	Present	Governor
Joel Davidson (JD)	Apologies	Governor (Finance)
Stephanie Ting (ST)	Present	Governor
Brett Williams Yale (BWY)	Present	DHT
Ali Mansfield (AM)	Present	Clerk

No.	FGB Items	Action
1.	**Welcome and apologies** CA welcomed governors to the remote meeting. Apologies received and accepted from JD.	
2.	**Declaration of Business Interests** • ***Any changes to the register to be declared:*** No changes to the register were declared. • ***Any conflict of interest arising from this agenda to be declared:*** No conflicts of interest declared.	
3.	**Minutes of last meeting 29th March 2021** • ***To agree the minutes of the previous meeting:*** The minutes of the meeting held on the 29.03.21 were agreed as an accurate record. • ***Matters arising not covered elsewhere on this agenda:*** None.	

MICHAELA
KNOWLEDGE IS POWER

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4.	**Governing Body membership**
	• ***Parent Governor Vacancies:*** There are four candidates, plus Iskander Fernandez who wishes to stand again. The letter will go out to families this week.
	• ***Other changes to Governing Body Membership:***
	  ○ Simon Virgo has concluded that he does not have time to fulfill the commitment required of a governor so has decided not to proceed with the appointment.
	  ○ Joel Davidson's personal circumstances are changing so he has stated his intention of resigning as a governor at the end of this term.
	• ***Skills audits:*** Completed audits outstanding from CA and SB. Once these have been received AM will collate and bring the results to the next FGB.	

5.	**Head Teacher's Verbal Update** • ***Approval of works to 3rd floor and 6th floor:*** It is proposed to convert the science prep rooms on the 6th floor to office space and the music practice rooms on the 3rd floor to two further classrooms. It is hoped to complete the works over the summer in order to have the new spaces available for September. Q: Are the science prep rooms and practice rooms not required? A: The building was poorly planned on conversion and these rooms are too big to be useful for their current purpose. Changes have been discussed with relevant HODs. Q: What is the anticipated cost of these works? A: Quotes are being obtained by the Operations Manager, costs likely to be in the region of £100k. Q: Are there other large projects anticipated? A: This is the last big development project. Governors **AGREED** that these works should go ahead, funded from reserves. Quotes will be circulated when they are received. • Years 11 and 13 will be sitting internal exams this term. Pupils have worked well for them but have been impacted by the lockdown in the spring term. • In Year 13 there are two pupils with offers for places at Cambridge University and thirty-four who have been offered places at Russell Group Universities. A few pupils will accept places at their insurance university or go through clearing. A number of others have chosen not to apply to university. • Results for Year 11 should mirror the 2019 outcomes. All results will be teacher assessed. Leavers' events will take place outside this week. • The rest of the school will have internal exams in July. ***Staffing:*** The school is fully staffed for September. Some staff are moving on at the end of this term, all for good reasons. Q: Is successful recruitment getting easier? A: It can be hard to know how teachers will adapt. Some who we were uncertain about have come through to be excellent teachers. Q: Did you pursue psychometric testing as part of the recruitment process? A: The tests do not flag up potential or predict how they will perform in situ, besides which Michaela changes people. We are looking for teachers who are resilient, persistent and take feedback on board. Q: Are there still areas which are more difficult to staff? A: Art continues to be a big problem. The Head of Art is going on maternity leave in September. There is another teacher in the department, but he is much less experienced. The HoD will provide planning and a member of SLT will support. Science is fine at the moment and Humanities is strong. French is another difficult area to recruit strong teachers, but there are two new French teachers starting in September. Q: How will Teacher Assessment work? A: Exams have been set, grades will be discussed with HODs/SLT.	

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	Q: Will there be any external moderation? A: There has been talk of some external moderation but nothing has been confirmed by the DfE. Q: Will pupils be given a Progress 8 score? A: Progress 8 has been abandoned for last year and this and possibly for a further two years. Q: What Covid measures are still in place? What is the ongoing impact? A: Pupils are still bubbled by form. This half term one teacher has tested positive but there has been 100% attendance from staff apart from her. Attendance for pupils has been impacted as Covid has encouraged families to keep their children at home, impacting the strong culture around attendance which previously existed. Q: Have many staff been vaccinated? A: Very few teachers have been vaccinated as they are all young. Teachers and pupils are testing for Covid twice a week. Q: Previously we have required 7x7 for sixth form entrance, is this changing for this year? A: Yes, we are asking for an 8 in the subjects that they want to study. We will assess in the first couple of weeks that the externals are well placed to be in a highly academic environment. This year we have potentially more externals than internals. • Filming for the documentary is underway. In recent interviews pupils said that they 'feel very confident because of the knowledge they are given at Michaela'.	
6.	**Safeguarding** • ***Safeguarding Report from Olivia Dyer:*** KA presented the Safeguarding report. Changes to the Safeguarding Policy in September 2020 mean that Sex and Relationship Education must be taught in the curriculum. After half term there will be assemblies on FGM. OD has designed the programme which has been run before, the difference being that parents are no longer permitted to remove their children from these sessions. Q: The report mentions additional referrals during Covid. What was the nature of the concerns? A: These were due to parents reporting anxiety and loneliness in their children. These cases are being closely monitored now that the pupils are back in school , but generally we have found that their mental health has improved Q: Do parents make the connection between poor attendance and wellbeing? A: Every family is different, some trust the school and follow our advice, others less so. Q: Has Michaela been affected by the 'Everyone's Invited' exposure of rape culture? A: Not directly so far. We have strong preventative measures in place. • ***Safeguarding Training for Governors:*** All governors to complete online Safeguarding training before the next FGB, AM to send out the link.	**All**
7.	**Finance Report** • ***Budget position at Month:*** ○ Income is £4744 positive to budget overall. The impact of the PNA of £36k in Years 7 to 11 has been partially offset by the upward adjustment of £14k in the sixth form. £37k of Teachers Pay Grant received was not assumed in the budget. SEN and PPG income is lower than budgeted as numbers of eligible pupils have gone down. £28k Covid Catch up funding received.	

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	○ Expenditure for the period is £18k adverse to budget which is less than 1% of budget. Staffing is £13k above budget (1.25%) ○ Cash at bank: £1,787,350.95 across the four accounts. • ***ICE Reports:*** Reports from the first two termly ICE visits from Juniper with actions added by AM were shared with governors. There were no questions. • ***SRMSAT:*** The SRMSAT was shared with governors. There were no questions. • ***Contracts List:*** c/f to next meeting • ***Information re purchases above £10k without 3 quotes:*** ○ ***Edapt UK:*** £8262 for each of 2020/21 and 2021/22, staff insurance provided as staff at Michaela are not typically members of a teachers' union. Edapt selected on recommendation, few providers in the field. ○ ***Ashley Group:*** £13073 for fire stopping works. Ashley group carried out the initial survey. Had a different company been approached to carry out the work they would have redone the survey which would have incurred another unnecessary cost. • ***Approve payroll arrangements:*** Although in practice the Operations Manager enters the payroll amendments on to the payroll portal and the Finance Manager approves the payroll, thus providing a separation of duties, both members of staff have access to all areas of the portal. AM is reluctant to limit this access in case of illness which might prevent the prompt payment of staff salaries. Payroll is signed off by a member of SLT. Governors **APPROVED** the continuation of the existing arrangements. • ***Approve expenses claims arrangements:*** Recommendation from the ICE visit is that expenses should be paid through payroll to ensure appropriate deductions are made. AM is reluctant to take this approach as this would result in unacceptable delays to reimbursement of staff. There are very few expenses claims each month and they are mostly claims for learning resources. P11Ds are completed where required. Governors **APPROVED** the continuation of the existing arrangements. • ***Procurement Policy:*** Policy **APPROVED**.	
8.	**AOB** None	
	Date of Next meeting 13th July 2021, 5.30pm Items to be included: • Outcome of skills audit • Quotes for building development • Contracts List • Finance Policy	